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7 easy steps to an energy-
efficient office

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MORE THAN JUST A LABEL

ENERGUIDE

PLUS QU'UNE ÉTIQUETTE

7 Easy Steps to an Energy-Efficient Office

1. TURN IT OFF! Turning office equipment on and off as required is the best way to reduce energy consumption. For computers, check with the manufacturer to determine what impact this will have on reliability and warranties. In the case of monitors, printers and photocopiers, turning them off will not wear out the components, but rather may extend the service life of the equipment.

2. MANAGE INFORMATION ELECTRONICALLY. The most energy-efficient and cost-effective way to manage information is electronically. Some printing technologies are among the most energy-intensive processes in the office. By comparison, the management of information using electronic means requires very little electricity. As well, paper-based systems are energy-intensive and costly in terms of paper consumption, storage, delivery and handling. Consider putting multiple copy forms into electronic format. In addition to reducing paper and storage costs, you will be cutting down on waste since the carbon sheets are not

recyclable. If you have the tools to generate, communicate and store information electronically, use them!

3. USE PAPER WISELY. Keep in mind that the production of paper (both virgin and recycled) has a direct impact on the environment, both in terms of the energy expended in the production process and in the loss of trees, which provide the fibre needed to make paper. As well, despite recycling efforts, a great deal of used paper continues to go to landfill sites.

4. BE PHOTOCOPIER AND FAX "SMART". Photocopiers are by far the most energy-intensive type of office machine — so be "photocopier smart". Among other things, that means discouraging policies or impulses to automatically make multiple copies of documents. If you have to copy documents, use the two-sided copying option. As well, send information electronically rather than by hard copy. Where appropriate, resist the impulse to use cover pages for faxes.



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5. USE THE RIGHT PRINTER FOR

THE JOB. In order to reduce energy consumption as much as possible, it is important to match your printing needs with the most appropriate technologies. If you do not require the highest quality or speed, for example, avoid using laser or colour inkjet printers. A regular inkjet printer will produce near-laser quality but at a slower speed. If your office has an older impact printer, use it to print draft documents.

6. MAKE SURE THE EQUIPMENT'S ENERGY-SAVER FEATURE IS ACTIVATED.

Make sure the energy-saver feature on your laser printers, photocopiers and fax machines is activated. This feature puts the equipment into a "sleep mode" when it is not being actively used, which should reduce energy consumption by at least 50 per cent compared to standby mode.

7. TAKE ADVANTAGE OF ENERGY

MANAGEMENT DEVICES. Intelligent and call-activated switching devices are useful power management products. Intelligent switching devices can be used to automatically turn off the computer when certain off-hours processing jobs are completed. Call-activated devices can switch on the system in response to an incoming call, and switch it off when the call is completed. Other on/off control devices can be used to automatically switch off equipment and lights at the end of the business day or after a pre-set period of inactivity.

For further information on energy efficiency in the office, write to the following address for your free copy of the publication entitled "Guide to Buying and Using Energy-efficient Office Equipment":

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